



Vacancy Announcement 09-T5-100-DR

VA Medical Center, Martinsburg, WV 25405

POSITION AND GRADE	Management Analyst (Emergency) GS-0343-07/09
SALARY RANGE	\$39,687 – \$63,109
LOCATION	Emergency Management Strategic Healthcare Group (EMSHG) Atlanta, GA
ISSUE DATE	April 1, 2009
CLOSING DATE	April 21, 2009
TOUR OF DUTY	Monday - Friday 8:00 AM – 4:30 PM
NUMBER OF VACANCIES	1

RELOCATION EXPENSES ARE AUTHORIZED

***Applicants must specify desired locations(s) on application. Applicants will only be considered for the locations(s) they request.**

AREA OF CONSIDERATION: This vacancy announcement is open to current federal employees servicing under a career or career conditional appointment; former federal employees with reinstatement eligibility; and persons including veterans, eligible for appointment under special hiring authorities.

DUTIES: Incumbent is responsible for assisting with developing and monitoring emergency management reports for the region; reviews subordinate level plans; develops and coordinates regional level plans and other emergency management documents. Incumbent assists in conducting trends analysis, research regarding threats and vulnerabilities; coordinating After Action Reports; and tracking corrective actions and reports; monitoring and reporting on Strategic Performance targets; representing the Regional Emergency Manager at meetings; providing staffing augmentation to the VHA Joint Operations Center (JOC).

QUALIFICATION REQUIREMENTS: To have basic eligibility, applicants must meet standards as outlined in the Office of Personnel Management Qualification Standards Manual for General Schedule Positions, Group Coverage Qualifications Standards for Administrative and Management Positions.

SPECIALIZED EXPERIENCE: Applicants must have one (1) year of specialized experience equivalent to the next lower grade level which has equipped the applicant with the particular knowledge, skills and abilities (KSA) to successfully perform the duties of the position. Experience is typically in or directly related to the work of the position to be filled.

Typical specialized experience would include one year of work experience assisting others in the management of an organization by supporting the analysis, planning, controlling, and monitoring of emergency management reports and documents.

EDUCATION: Graduate education or an internship, from an accredited institution, will meet the specialized experience required in those instances only where it is directly related to the work of the position to be filled. If using education as a qualifying factor, applicants must submit copies of their college transcripts with their application at the time of submission.

GS – 7 – 1 full year of graduate level education or superior academic achievement.

GS - 9 – Master's or equivalent graduate degree, or two full years of progressively higher level graduate education leading to such a degree, or LL.B or J. D., if related.

COMBINING EDUCATION AND EXPERIENCE: Combinations of successfully completed graduate education in excess of the amount required for the next lower grade level may be used to qualify.

TIME IN-GRADE REQUIREMENT: Applicants must have completed 52 weeks at the next lower grade level. All eligibility requirements, including the time-in-grade requirements, must be met within 30 days after the closing date of this announcement.

EVALUATION METHOD: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, etc. indicate they possess the knowledge, skills, and abilities (KSA) described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the skills and abilities on plain bond paper. The information provided will be used to determine the "best qualified" candidates. **Please note: Failure to address the KSA's will result in ineligibility for this position.**

EVALUATION/KSA FACTORS

1. Knowledge of an extensive body of management and program analysis technical rules, guidelines, regulations, and precedents involving the oversight of the daily operations of an emergency management organizational office.
2. Knowledge of emergency management policies, programs and operations is required and previous emergency management experience.
3. Skill in applying basic analytical and evaluative techniques in the review and evaluation of issues, prepare reports, and/or develop new procedures.
4. Ability to independently organize, coordinate, and prioritize a variety of office activities and functions.
5. Ability to effectively communicate, orally and in writing.

HOW TO APPLY: ALL interested candidates must submit the following items by the closing date of the announcement.

- (1) Application for Federal Employment (OF-612), resume, or other form of application, showing the position you are applying for, announcement number, and the lowest salary you are willing to accept.
- (2) Narrative response addressing each KSA factor listed above. **Please note: Failure to address the KSA's will result in ineligibility for this position.**
- (3) Copy of your most recent performance appraisal, if available.
- (4) Copy of your last competitive SF-50, Notification of Personnel Action, to document your competitive status, if applicable.
- (5) A copy of Form DD-214 to verify military service showing the character of service you were discharged under, documentation from a VA Regional Office to verify service-connection disability; or a letter of referral from a State Vocational Office to verify eligibility for appointment under special appointing authority for handicapped.
- (6) If using education to qualify, please submit copy of college transcripts.
- (7) Declaration for Federal Employment (OF-306). **Please note: If you do not submit your OF-306, your application will not be considered.**

- All applications submitted become a part of the Merit Promotion Vacancy Announcement File and will not be duplicated and/or returned.
- Incomplete applications will not be considered. Missing forms will not be requested for the applicant.
- All applications and required forms must be received by the closing date of the announcement.
- Applications sent via fax or e-mail will not be considered.

CONDITIONS OF EMPLOYMENT: All interested candidates must be able to meet the following employment conditions.

You must be a U.S. citizen to qualify for this position.

A drug test may be required for any applicant tentatively selected from outside the VA Medical Center. All applicants tentatively selected for VA employment in a testing designated position are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with VA. After appointment, you will be subject to random testing for illegal drug use.

Candidates selected must be fingerprinted prior to appointment. Appointment to this position is contingent upon satisfactory completion of a secret level (noncritical sensitive) security clearance.

You must meet time-in-grade requirements within 30 days of the closing date of this announcement.

Applicants for this position must pass a pre-employment medical examination.

Application packages should be mailed to **VA Medical Center, 510 Butler Avenue, Human Resources Management Service (HRM/05), Martinsburg, WV 25405**. For further information, contact Dawn Reidy (304) 263-0811, extension 3795 or Heather Sims, extension 4691.

This Medical Center will provide reasonable accommodations to applicants with disabilities upon request. The decision on granting reasonable accommodation will be on a case-by-case basis.

Equal Employment Opportunity
Actions to fill this position will not be based on discriminatory factors, which are prohibited by law.